



Health Officer/School Nurse

Name: _____

School: _____

Room or Area: _____ Date Completed: _____

Signature: _____

Instructions

1. Read the *IAQ Backgrounder* and the Background Information for this checklist.
2. Keep the Background Information and make a copy of the checklist for future reference.
3. Complete the Checklist.
 - Check the "yes," "no," or "not applicable" box beside each item. (A "no" response requires further attention.)
 - Make comments in the "Notes" section as necessary.
4. Return the checklist portion of this document to the IAQ Coordinator.

1. MAINTAINING STUDENT HEALTH

| | Yes | No | N/A |
|--|--------------------------|--------------------------|--------------------------|
| 1a. Completed health records for each student | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1b. Updated health records, as appropriate | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1c. Obtained necessary information about student allergies and other health factors | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1d. Developed a system to log health complaints (note symptoms, location and time of symptom onset, and exposure to pollutant sources) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1e. Monitored trends in health complaints (especially in timing or location of complaints) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1f. Investigated potential causes of health complaints (for example, school was renovated or refurbished recently; individual recently started working with new or different materials or equipment; new practices or products, such as cleaners or pesticides, were introduced into the school) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1g. Ensured that the school prohibits smoking | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1h. Noted any new warm-blooded animals introduced into classrooms | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1i. Reviewed and understood indicators of IAQ-related problems | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

2. HEALTH, IAQ, AND HYGIENE EDUCATION

| | | | |
|---|--------------------------|--------------------------|--------------------------|
| 2a. Educated students and staff about the importance of good hygiene | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2b. Arranged individual instruction/counseling where necessary | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2c. Developed information and education programs for parents and staff | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2d. Established an information and counseling program for smokers | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2e. Provided literature on smoking and secondhand smoke | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2f. Educated school staff, students, and parents on the link between IAQ and health | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

3. HEALTH OFFICER'S OFFICE

| | | | |
|--|--------------------------|--------------------------|--------------------------|
| 3a. Ensured the ventilation system operates properly and supplies adequate quantities of outdoor air (i.e., at least 25 cubic feet per minute of outdoor air per occupant) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3b. Ensured that air filters are clean and properly installed | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3c. Ensured that air supply pathways are clear of any obstructions | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3d. Determined that air removed from the health office is separated from the ventilation system to avoid affecting other occupied areas of the school | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

NOTES

